

MEETING MINUTES

GARDNER AIRPORT COMMISSION

**Gardner Municipal Airport
Gardner, Massachusetts**

June 16, 2016

Attendance:

Commission Members: Ken Bonk, Chairman
Phil Morrissey
Jim Morrissey
John Lavoie
Andy Guertin

Other: Kevin McCole, Airport Manager
Chris Reynolds, Gale Associates, Inc.

The meeting was called to order by Mr. Bonk at 6:37 P.M. Five (5) members of the Commission were in attendance, constituting a quorum.

Items Discussed:

The commission discussed removing trees north of the Runway 18 end of the Airport. A contractor has been contacted regarding the removal. The cost would be around \$2,000 for 3 trees, although a quote had not yet been received. Roughly 2 cords of wood will need to be moved away from the front of the trees prior to the tree removal. The commission agreed the wood should be moved to the property owner's garage as a courtesy. Though the contractor will be tasked with moving the pile, the commission plans to assist once a date is confirmed.

The Airport's finances were discussed. At a city budget meeting, Mr. Bonk requested \$20,000 for annual operation. The city indicated the airport will be budgeted \$11,250. The Airport saved \$2,200 on heating compared to the previous year. It has been working with tenants in arrears to receive past-due rent.

Maintenance was discussed. The Airport received a quote for \$13,400 to paint one of its hangars. State funds are no longer available this year for this purpose. Painting may be considered again next year. It was also pointed out that the fire department would like numbers on the buildings at the airport and there is one building which still needs a number.

Mr. Reynolds gave a project update, including the following:

- The bid opening for the Snow Removal Equipment (SRE) purchase was held on May 12, 2016 at 10:30 AM. One (1) bid was received, from Tri State Truck Center, Inc. in Shrewsbury, MA. Their bid proposed a Freightliner 108 SD truck, with the specified fixed

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angle plow.

- FAA and MassDOT grant applications were submitted shortly after the bid opening. The FAA grant offer was received by the City on June 13, 2016. The MassDOT grant offer will not likely be made until after July 1, 2016.
- Gale is working with the City Auditor and the Purchasing department to get the Contract and Purchase Order finalized as quickly as possible. The intent is to have the PO issued prior to July 1, 2016, which is the date that many State and Municipal truck orders will begin to be placed. This will put the GDM truck “in the queue” ahead of the other trucks, and hopefully an earlier delivery date.

The meeting was concluded at 7:00 P.M.